## 2013 MANUFACTURING

AA 001 Read and process information and follow instructions AA 002 Read material and describe concepts AA 003 Use correct pronunciation AA 004 Use correct spelling AA 005 Write with accuracy, brevity, and clarity AA 006 Knowledge of conflict and resolution techniques AA 007 Possess basic computer keyboarding skills AA 006 Knowledge of conflict and resolution techniques AA 007 Possess basic computer keyboarding skills AA 008 Understand basics of interpersonal communication (e.g., listening, written, oral) AB 001 Add, subtract, multiply, and divide four-digit numbers with the use of a calculator AB 002 Add, subtract, multiply, and divide four-digit numbers with the use of a calculator AB 003 Apply basic math functions to solve problems AB 004 Convert between US and metric measurement systems AB 005 Compute within measurement to decimal measurement AB 006 Compute within measurement systems AB 007 Document results of measurement activities and calculations AB 008 Compute within measurement activities and calculations AB 009 Make reasonable estimates of arithmetic results without the use of a calculator AB 009 Make reasonable estimates of arithmetic results without the use of a calculator AB 001 Use hand calculators AB 001 Identify the organizational need for profit AC 002 Define the term "profit" AC DU LEARNING SKILLS AD 01 Identify personal preferred learning styles AD 02 Demonstrate ability to learn new process steps AD 03 Implement new process steps given oral instructions AD 04 CREARNING SKILLS AD 04 COMMUNICATION AND TEAMWORK EA 01 Read documentation, such as computer manual, to determine actions for specific situations EMPLOYABILITY EA COMMUNICATION AND TEAMWORK EA 01 Read documentation, such as computer manual, to determine actions for specific situations EA 002 Organize materials with a logical flow COMMUNICATION AND TEAMWORK EA 01 Assume responsibility for the personal safety of self and others EB 001 Assume responsibility for the personal safety of self and others EB 001 Assume responsibility for the pers	ACADEMIC						
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EB 005 Identify fire exits and fire-fighting equipment							
EB 006 Report unsafe practices to appropriate personnel							
EC PROBLEM SOLVING							
EC 001 Explain the value of applying a problem-solving system							
EC 002 Apply a system of problem solving							
EC 003 Identify opportunities for applying problem-solving techniques							
ED QUALITY ASSURANCE							
ED 001 Explain the effect of quality on profit							
ED 002 Identify the effects of continuous quality improvement							
ED 003 Identify your customers							

## 2013 MANUFACTURING

EE 001 Identify the components that lead to customer satisfaction EE 002 Identify possible actions that my lead to customer disatisfaction EE 003 Identify possible actions that my lead to customer disatisfaction EE 004 Explain the importance of a business reputation EE 005 Identify the ways that the level of customer satisfaction may affect company success EE 005 Identify the ways that suctomer satisfaction influences a business reputation EF 005 Identify the ways that customer satisfaction influences a business reputation EF 007 Recognize the difference between a team environment workplace and a conventional workplace EF 007 Identify the characteristics and behaviors EF 008 Identify good ethical characteristics and behaviors EF 009 Identify the characteristics and behaviors EF 000 Identify good ethical characteristics and behaviors EF 000 Identify the employeer responsibilities to employee aspectations EF 000 Identification confidentiality and sensitivity of company information EF 000 Identification confidentiality and sensitivity of company information EF 000 Identification confidentiality and sensitivity of company information EF 001 Demonstrate on-discriminatory behavior EF 002 Identification confidentiality and sensitivity of company information EF 003 Demonstrate constrating the above and confidence about work and learning new tasks EF 004 Demonstrate enthusiasm and confidence about work and learning new tasks EF 005 Demonstrate enthusiasm and confidence about work and learning new tasks EF 006 Demonstrate enthusiasm and confidence about work and learning new tasks EF 007 Demonstrate the ability to act in a politic and respectful way towards co-workers EF 008 Participate in an employment increase decisions EF 009 Participate in an employment increase decisions EF 009 Demonstrate the ability to make career decisions EF 009 Demonstrate a willingness to learn EF 009 Demonstrate a will	EE		BUSINESS PLANNING AND OPERATIONS			
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OB 009 Operate equipment in a safe, prescribed manner	OB	007	Keep marked aisles clear of equipment and materials			
	OB	800	Interpret and display MSDS sheets as required			
OB 010 Follow established safety procedures when around machinery or equipment	OB	009	Operate equipment in a safe, prescribed manner			
	OB	010	Follow established safety procedures when around machinery or equipment			

## 2013 MANUFACTURING

OB	011	Follow established safety procedures when using tools or operating machinery
OB	012	Operate hand tools in a safe, prescribed manner
OB	013	Locate power shutoff controls for all machinery and equipment
OB	014	Identify and report malfunctions to appropriate personnel
OB	015	Inspect material, equipment and fixtures for defects
OB	016	Determine weight and operating limits of equipment
OB	017	Perform periodic checks during operation to assure proper function
OB	018	Respond to emergencies in the appropriate manner
OB	019	Describe ergonomics and its importance to the manufacturing process
ОС		QUALITY ASSURANCE
OC	001	Identify customer problems
OC	002	Determine causes of the problem
OC	003	Apply problem-solving system
OC	004	Recommend possible solutions
OC	005	Define SPC
OC	006	Define international quality standards and systems such as ISO/QS 9000
OD		BLUEPRINT READING
OD	001	Define basic blueprint terminology
OD	002	Interpret commonly used abbreviations and terminology
OD	003	Identify types of lines within a drawing
OE		WORKPLACE SKILLS
OE	001	Demonstrate safe, careful use, treatment and maintenance of tools, equipment, and machines
OE	002	Demonstrate basic mechanical skills
OF		LEARNING SKILLS
OF	001	Participate in product or process specific training and report significant information